

Idaho State Department of Education

Continuation Report for Federal Sub-Grant Awardees: Idaho Charter School Support Program 2007-2008

Instructions

Continuation reports are to be completed by all pre-charter planning, post-charter planning and implementation grant recipients in the first or second year of the Idaho Charter Schools Support Program Grant cycle.

The annual performance report should demonstrate whether substantial progress has been made toward meeting the goals outlined in the original grant application. Reports should provide quantitative and/or qualitative data that demonstrates progress made toward meeting project objectives. For consistency of reporting, please use the following guidelines and the attached templates.

Part 1: Cover Sheet – Complete all sections on template.

Part 2: Executive Summary – Limit executive summary to 1-2 pages.

Part 3: Status of Project

- Report status with regard to meeting each of the goals/objectives listed in the original grant application/RFP.
- Provide quantitative and/or qualitative data that demonstrates actual progress. When reporting on performance measures, include the targets that were established in the approved grant.
- Explain why any goals/objectives were not attained or why scheduled activities were not implemented.
- Describe the corrective action(s) that will be taken to address the problem(s) in the upcoming year.
- Describe any proposed changes to the current goals/objectives/activities. Particular attention should be given to describing activities that are planned as new or that are expanded for the 2008-09 school year.
- Provide any other appropriate information about the status of project including any unanticipated outcomes or benefits.

Part 4: Required Data Elements for Annual Reports

The following core data is required in each annual report. As each charter school is a unique entity, build upon the framework in a way that gives the most comprehensive picture of the school.

1. **School mission statement**
2. **Authorizer information:** Give all relevant information about the authorizer (name of authorizer, authorizer liaison, authorizer contact information, description of authorizer accountability initiatives or reports, and any comments on authorizer relationship with the charter school).
3. **Governance:** Include information on board election dates, current board member names and contact information, board member positions and what group they represent (i.e. teachers, parents, community, etc.) and board attendance data. Also include changes in the board during the reporting year and comments regarding board changes.
4. **Teaching staff information:** Include total number of staff, staff to student ratios, and teacher turnover rates. What is the class size by program or grade level?
5. **Program successes and best practices:** Describe in detail any activities listed as program successes or best practices. Include data that supports each activity and describes it as a program success. What

percentage of students intends to enter some form of two or four-year higher education institution?

Optional information: Highlight special honors/accomplishments of students.

6. **Program challenges:** Describe any challenges for the school and specific strategies for addressing these challenges. Include data that identifies the program challenge.
7. **Accountability data from reporting school year:** Include data for each project goal listed. The data should contain the type of measurement tools for each goal and all test results. Also include any value-added data that is being used as a measurement of accountability. (This may be covered in part or in full in Part 3: Status of Project.)
8. **Other school accountability measures:** Describe the parent involvement and satisfaction levels and the community support for your school during the reporting year. Include any data that describes parent involvement and satisfaction and community support.
9. **Include a copy of the state report card for your school.**

Part 5: Budget Expenditure and Narrative Summary 2007-2008

- Complete the Budget Expenditure Summary Form for the current year.
- Detail actual expenditures for this performance reporting period. The narrative must include: 1) a description of project expenses (i.e. 20 science curriculum kits for grades 7-8 for \$980; 2) the IFARMS category for each purchase; 3) a description of how expenditures assisted the school in achieving the goals articulated in the original grant application.
- Provide an explanation for any non-expended sub grant funds.

Part 6: Proposed Budget and Narrative Summary 2008-2009

- Complete the Proposed Budget Summary Form for the upcoming year.
- Detail how the charter school plans to use grant funds. The narrative must include: 1) a description of projected project expenses (i.e. 20 science curriculum kits for grades 7-8 for \$980; 2) the IFARMS category for each purchase; 3) a description of how expenditures will assist the school in achieving its goals and objectives as articulated in the original grant application or as amended in this continuation report.
- Describe any significant changes to your budget for 2008-2009 resulting from modifications of your project activities.

Submit completed Continuation Reports to:

Shirley A. Rau, School Choice Coordinator
Idaho Department of Education
P.O. Box 83720
Boise, Idaho 83720-0027

All reports are due on or before July 30, 2008.

Submit a copy of the Continuation Report to charter school authorizer.

**Idaho State Department of Education
Continuation Report for Federal Sub-Grant
Idaho Charter School Support Program**

Part 1: Cover Sheet

Reporting Period:

School Name:	Grant Project Director:
School Address:	Name: _____
	Title: _____
	Phone: _____
	Email: _____
	Fax: _____
Authorized Chartering Entity:	Amount of Sub-Grant Award requested for 2008-2009:

Budget Expenditures:

	Reporting Period (mm/dd/yyyy)	Federal Grant Funds
a. Year One		
b. Year Two		
c. Year Three		

Authorized Representative Information:

To the best of my knowledge, all data in this performance report are true and correct.

Name (typed or printed) _____

Email Address _____

Phone _____ Fax _____

Signature _____ Date _____

**Idaho State Department of Education
Continuation Report for Federal Sub-Grant
Idaho Charter School Support Program**

Part 2: Executive Summary

(The Executive Summary for Continuation Reports is limited to 1-2 pages.)

**Idaho State Department of Education
Continuation Report for Federal Sub-Grant
Idaho Charter School Support Program**

Part 3: Status of Project

(Use as many pages as necessary.)

**Idaho State Department of Education
Continuation Report for Federal Sub-Grant
Idaho Charter School Support Program**

Part 4: Required Data Elements for Annual Reports

(Include all core data elements outlined in the instructions; build upon the framework in a way that provides a comprehensive picture of the school.)

**Idaho State Department of Education
Continuation Report for Federal Sub-Grant
Idaho Charter School Support Program**

Part 5: Budget Expenditures and Narrative Summary 2007-2008

(Detail actual project expenditures for this project period as well as unexpended funds and/or significant changes to your 2007-2008 budget.)

**Idaho State Department of Education
Continuation Report for Federal Sub-Grant
Idaho Charter School Support Program**

Budget Expenditure Summary Form 2007-2008

This Budget Summary Form is for Charter Schools participating in Title V, Part B, of the Elementary and Secondary Education Act of 1965, as amended, under the authority of the Idaho Department of Education, CFDA 84.282A 2007-2008 marks the end of the three-year grant cycle. Approval of future sub-grant funds depends upon funding for the Idaho Charter School Support Program Grant.

Name of Charter School:		PUBLIC CHARTER SCHOOLS PROGRAM 2007-2008 PROJECT PERIOD	
IFARMS Obj. Code	Description	Budget	Actual
100	Salaries (paid as stipends for duties outside regular contracted duties)		
200	Employee Benefits (benefits accompanying the above stipends)		
300	Purchased Services		
400	Supplies and Materials		
500	Capital Objects		
2007-2008 Project Totals			

**The sub grant period for these funds begins with the dissemination of the awards until 6/30/2008.
Funds must be encumbered by June 30, 2008.**

Federal law prohibits discrimination on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status in any educational programs or activities receiving federal financial assistance. (Title VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.)

It is the policy of the Idaho State Department of Education not to discriminate in any educational programs or activities or in employment practices.

Inquiries regarding compliance with this nondiscriminatory policy may be directed to State Superintendent of Public Instruction, PO Box 83720, Boise, Idaho 83720-0027, (208) 332-6800, or the Director, Office of Civil Rights, Seattle Office, U.S. Department of Education, 915 Second Avenue, Seattle WA 98174-1099, Telephone: (206) 220-7900; FAX (206) 220-7887, TDD: (206) 220-7907; Email: OCR_Seattle@ed.gov.

**Idaho State Department of Education
Continuation Report for Federal Sub-Grant
Idaho Charter School Support Program**

Part 6: Proposed Budget and Narrative Summary 2008-2009

(Detail proposed project expenditures for this project period.)

**Idaho State Department of Education
Continuation Report for Federal Sub-Grant
Idaho Charter School Support Program**

Proposed Budget Summary Form 2008-2009

This Budget Summary Form is for Charter Schools participating in Title V, Part B, of the Elementary and Secondary Education Act of 1965, as amended, under the authority of the Idaho Department of Education, CFDA 84.282A. 2007-2008 marks the end of the three-year grant cycle. Approval of future sub-grant funds depends upon funding for the Idaho Charter School Support Program Grant.

Name of Charter School:		PUBLIC CHARTER SCHOOLS PROGRAM BUDGET 2008-2009 PROJECT PERIOD
IFARMS Obj. Code	Description	
100	Salaries (paid as stipends for duties outside regular contracted duties)	\$
200	Employee Benefits (those benefits accompanying the above stipends)	\$
300	Purchased Services	\$
400	Supplies and Materials	\$
500	Capital Objects	\$
2008-2009 Project Totals		\$

**The sub grant period for these funds begins with the dissemination of the awards until 6/30/2009.
Funds must be encumbered by June 30, 2009.**

Federal law prohibits discrimination on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status in any educational programs or activities receiving federal financial assistance. (Title VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.)

It is the policy of the Idaho State Department of Education not to discriminate in any educational programs or activities or in employment practices.

Inquiries regarding compliance with this nondiscriminatory policy may be directed to State Superintendent of Public Instruction, PO Box 83720, Boise, Idaho 83720-0027, (208) 332-6800, or the Director, Office of Civil Rights, Seattle Office, U.S. Department of Education, 915 Second Avenue, Seattle WA 98174-1099, Telephone: (206) 220-7900; FAX (206) 220-7887, TDD: (206) 220-7907; Email: OCR_Seattle@ed.gov.